

# **La Salle Nursery School Parent Handbook**

[www.lasallenurseryschool.wixsite.com/lSNS](http://www.lasallenurseryschool.wixsite.com/lSNS)

Phone Number: (204) 250-9333

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## LA SALLE NURSERY SCHOOL PARENT HANDBOOK

This handbook is provided for all parents to get acquainted with the La Salle Nursery School. Please read it thoroughly to familiarize yourself with our operating policies. Please be aware that this handbook is subject to change.

### **INTRODUCTION**

We are happy that you have chosen to bring your child to the La Salle Nursery School. We hope the information contained in this booklet will help you throughout the upcoming year.

At the beginning of each month, a calendar and newsletter is published on our website containing specific information (e.g. birthdays, celebrations, etc.). Please check our website ([www.lasallenurseryschool.wixsite.com/lSNS](http://www.lasallenurseryschool.wixsite.com/lSNS), password for parental use is "fun4kids") on a monthly basis. As a parent you will have access to a copy of the minutes from monthly and general meetings as requested. If you have any questions, concerns, or suggestions regarding the minutes or Nursery School please contact any member of the Nursery School Board. A copy of the current Nursery School Board Members is posted on the Nursery School website.

### **PHILOSOPHY**

La Salle Nursery School provides an interesting and stimulating learning program for preschoolers (age 3-5 years). The staff is selected on the basis of their qualifications, experience, and their warmth and sensitivity in dealing with children. In a relaxed atmosphere, the children participate in a program that promotes freedom of choice, independence, responsibility, and respect for themselves and others. The program also promotes emotional, physical and intellectual development of the child. A normal session at Nursery School consists of 50% free play and 50% guided arts and crafts, stories, songs, and rhythm, organized physical activity, (dramatic is free play) and snack time.

### **ADMINISTRATION**

La Salle Nursery school is licensed under the Manitoba Government Child Care Standards Act and is required to abide by the regulations set out in this legislation. The Nursery School is a Charitable Organization, Government Licensed Facility (Regulation 62/86, [http://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=62/86](http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=62/86)).

### **PARENT INVOLVEMENT**

We require parent involvement in order to achieve the quality of care that is desirable. There are several ways that you, as parents, can become involved:

#### **1. Nursery School Board**

The Board is comprised of volunteer members elected annually at an Annual General Meeting. This Board will determine general policies and programs for the Nursery School which staff design and implement. The LSNS Board is expected to keep the Nursery School operating with the given finances. Positions are open to any interested member. The most important responsibility is that of **CONFIDENTIALITY**. We encourage anyone who is interested in being a Board member to read the job descriptions and talk to people presently serving on the Board. The members will meet monthly to ensure smooth operation of the school. Parents are welcome to attend the meetings, if there are any questions or concerns the first half-hour of the meeting will be devoted to general discussions. When the discussion period is over,

parents are welcome to stay for the remaining part of the meeting, but as observers only. Please notify the President if you are planning to attend and bring a matter forward for discussion.

## **2. Fundraising Events**

Due to the fact that the Nursery School is a Charitable Organization, a large part of monies required to operate are raised through fundraising events (this allows us to keep fees reasonable). Parents' involvement in this area is required. New ideas and suggestions are always welcome! Each year the La Salle Nursery School Board Fundraising members think of creative fundraising options to raise funds to support the purchase of items for the classroom.

## **3. Parent Volunteers**

The Nursery School requires parent volunteers for various jobs and positions. Examples of some jobs/positions are: Board Member, sewing, play dough maker, Cleaning Crew, among others. The Nursery School also requires parent volunteers for special projects, events or simply spending a morning or afternoon participating with the class. Parents are also welcome to observe a session anytime. Please advise the President and check with the instructor(s) beforehand to arrange a mutually convenient time. The school also welcomes parent volunteers in order to expose the children to a parent's particular talent (e.g. storytelling, painting, singing, crafts, instrument playing, etc.). Please advise instructor(s) if you would like to be scheduled as a guest.

## **4. Donations**

Donations are always welcome. Please consider books, costumes/dress-up clothes and craft items (i.e. yarn, egg cartons, felt etc.). Please check with instructor(s) for specific craft supplies.

## **5. Substitute**

In the event of instructor absence a substitute will be required to assist. If both instructors are absent we are required to cancel classes. If you are able to help us in this area, please notify the instructor(s) or a Nursery School Board Member. All substitutes must have an approved Investigation/Authorization Form on file and must have a child registered in the La Salle Nursery School. The Early Learning and Child Care Branch who has the following two areas checked approve the form: Provincial Child Abuse Registry and a criminal record check (which includes any pending charges).

It is not the policy of the Nursery School to issue payment for any parent volunteers. We value all forms of volunteering (e.g. serving on the Nursery School Board, spending a morning or afternoon with the children, etc) however; the Nursery School is required by the Manitoba Licensing Guidelines to pay parent substitutes in the event of a teacher or teacher's assistant absence. If the substitute so wishes, they may donate their pay back to the Nursery School.

## **PARENT-INSTRUCTION MEETINGS**

Feel free to contact the instructor(s) to set up a suitable time to meet and discuss any concerns you may have regarding your child. Parent-Instructor interviews may be scheduled throughout the Nursery School Year. You may also advise the President if you have concerns about your child and the program.

## **POLICIES AND PROCEDURES**

### ***Enrollment Eligibility***

Children ages 3-5 years will be accepted according to licensing requirements. For entry into the 3-year-old program, a child must be 3 years old by December 31 of the respective Nursery School year. For entry into the 4-year-old program, a child must be 4 years old by December 31 of the respective Nursery School year. The 3-year-old classes will be capped at 18 children/class and the 4-year-old classes at 20 children/class. If the nursery school is at capacity, priority will be given to 1) siblings of previous La Salle Nursery School children and 2) children living within our school catchment as long as all registration forms have been completed and fees have been paid on or prior to the AGM.

The child must be toilet trained. It is the responsibility of the parent to register their child for nursery school only if they feel their child is toilet trained. The teacher and the teacher assistant will help if there are buttons, belts or suspender problems; otherwise the child must be independent. Nursery school is a new environment for children and the teachers and board recognize that children will have occasional accidents. If accidents become problematic, the child has a regression in their toilet training or if the teachers feel the child isn't ready and is not able to function fully and independently in the bathroom, the teachers will discuss the situation with the parents. If the problems persist and the teachers feel it is in the best interest of the child and the classroom environment, then the child may be asked to take some time away from nursery school until the parent(s) and teachers feel the child is able to be successfully independent. Parents would not be required to pay for the time missed from school and a spot would be held for the child unless there is a waiting list for nursery school. If there is a waiting list, full fees will be charged to hold a spot for any child who does not begin nursery school in September.

### ***Days and Times of Operation***

The Nursery School will operate on the following schedule:

3 year olds:	Mon/Wed	9:00am - 11:30am
3 year olds:	Mon/Wed	12:45 pm - 3:15pm
4 year olds:	Tues/Thurs/Fri	9:00am - 11:30am
4 year olds:	Tues/Thurs/Fri	12:45 pm - 3:15pm

**Days and times of sessions are subject to change.**

Nursery School programs run from September to the middle or end of June. The Nursery School will be closed on all statutory holidays and during Christmas and Spring Break.

In the event that a snowstorm severe enough to warrant the closing of the Seine River School Division Schools or cancel busing of such students, the La Salle Nursery School will also remain closed for that day. Fees will not be refunded nor will the day be rescheduled. Parents can tune in to CJOB Radio or go to [www.cjob.com](http://www.cjob.com) and listen for the Seine River School Division closure notice.

### ***Fees and Registration***

On the day of registration all Registration Forms must be completed and submitted with the chosen method of payment and accompanied by a \$25.00 non-refundable deposit/supply fee. Methods of payment are one post-dated cheque for payment in full, 10 post-dated cheques dated for the 1<sup>st</sup> of each month or direct deposit (authorization form will need to be completed for this option). **Unpaid fees will result in removal of the child from the session. There will be a \$25 charge for all returned items.** If three payments are returned then all

future monthly payments must be made in the form of cash or certified funds prior to the first of each month. Any late payment will incur a fee of \$15. Payments are considered late if received on or later than the first class of each month. Receipts will be issued and can be used for income tax purposes (i.e. as a child care expense and not as a charitable donation). Parents must pay for the class registered for. Classes cannot be broken down per day (ie: Pay half the fee per month to attend only the Monday class.)

Children who have completed the 3-year-old program are given preference when registering in the 4-year-old program.

### ***Late Registration Policy***

A child may be registered at any time, provided space is available with start dates in September and January. Fees will be prorated for the month in which the child is enrolled.

### ***Cancellation / Withdrawal***

The parents must give four weeks written notice or one month registration fees in lieu of notice in the event of withdrawal at any time throughout the school year. Cancellation or withdrawal may be charged a \$10.00 non-refundable fee. Special consideration is given to new children or to 3 year olds in September who withdraws for various reasons.

### ***Arrival and Departure Parent/Care Provider Responsibilities***

All children are to be brought into and picked up from Nursery School by their parent or designated escort (as per registration form) at the appropriate times.

When arriving at the nursery school, children (with the assistance of their parent/child care provider, if necessary) should put away their outside shoes/boots, jackets, backpacks and put on their indoor shoes. Parents are asked to sign their child in on the daily attendance on the sheet located at the sign-in table. **For the morning classes, please drop off your child between 8:45am and 9:00am and for afternoon classes, please drop off your child between 12:30pm and 12:45pm.**

At the end of their nursery school session, **please pick-up your child promptly at 11:30am for the morning sessions and 3:15pm for the afternoon sessions.** Please help your child gather their belongings and ensure you sign them out of nursery school.

Once the child has been signed into nursery school, they are the responsibility of the La Salle Nursery School until the parent/care provider has signed them out at the end of their session. Please do not leave children unattended in the foyer, hallway, classroom or outside the school at any time. If you cannot pick up your child, please inform the instructor in advance as to who will be picking up your child.

If your child will be late, or is to be picked up early, please advise the Nursery School instructor(s) at 250-9333.

### ***Late Pick-Up Fee***

If your child has not been picked up from La Salle Nursery School by 11:30am for morning class or 3:15pm for afternoon classes, a late fee will be charged as follows:

- \$1.00 per minute for the first 15 minutes;
- \$2.00 per minute for 16 - 30 minutes late;
- \$3.00 per minute if 31 minutes late or later;

All times are in accordance with the Nursery School's clock.

If the parent/guardian or alternate pick-up cannot be reached within 30 minutes of class ending then Child and Family Services will be contacted to report the child in need of care.

The Board will provide parents/guardians with an invoice when a late fee is charged. Invoices for late fees are to be paid to La Salle Nursery School within seven (7) days of receipt. The full amount will be paid back to the teacher who was required to stay with the child/children. Failure to pay the fees within the specified time period may result in the temporary removal of the child from the program.

### ***Illness / Health / Injury***

If your child is too ill to participate in the activities, he/she should not be at Nursery School. Please notify the instructor(s) at 250-9333 during regular session hours. In the case of a minor accident or illness occurring at Nursery School first aid shall be rendered. The parent or emergency contact will be notified for further direction. In the event of an injury sustained by the child, the instructor will fill out incident reports and a copy of the incident report will be given to the parent(s) within 24 hours, which they must sign. The nursery school staff will not administer any medication to the children, excluding epinephrine and asthma inhalers in emergency situations, as outlined on the child's individual medical release form.

In the case of accident or illness, which in the opinion of the staff, requires immediate medical care first aid shall be rendered. If the parent or emergency contact cannot be reached immediately the child will be taken to the closest hospital by ambulance (Victoria General Hospital) if deemed necessary by the instructor(s). The parents shall be notified of such action as soon as possible thereafter. Any cost of ambulance service will be the responsibility of the parent. The Nursery School personnel will not do any transporting of children to hospitals.

### ***Anaphylaxis Policy***

See Appendix C for the LSNS Anaphylaxis Policy which outlines the procedures which will be followed if:

- a child currently in the nursery school has been diagnosed with a life-threatening allergy
- a child about to enroll in the nursery school has been diagnosed with a life-threatening allergy

### ***Communicable Diseases***

Parents must notify the nursery school teachers if a communicable disease breaks out in your home. This information will of course be kept confidential. According to the Manitoba Child Care Act, it may, at times, be necessary to notify the Public Health Nurse.

Communicable diseases or conditions that should be reported are:

- Mumps
- Hepatitis A or B
- Encephalitis
- Diarrhea
- Influenza
- Head Lice
- Ring Worm
- Scarlet Fever
- Conjunctivitis (Pink Eye)
- Measles
- Pertussis (Whooping Cough)
- Meningitis
- Mononucleosis
- Food Poisoning
- Impetigo
- Pin Worm
- Scabies
- Strep Throat
- Other as indicated



The Nursery School is required by the Manitoba Licensing Guidelines to follow certain regulations regarding communicable diseases/conditions.

When the Nursery School is aware that a child has contracted a communicable disease, staff will:

1. Promptly notify the parent or guardian, or physician of the child.
2. Notify the Health Authority according to guidelines provided.

The Nursery School shall not permit a child suffering from a communicable disease/condition or acute illness to attend during the period prescribed by the Health Authority for non-attendance.

If the Nursery School is aware of a child having a communicable disease/condition a notice will be posted at the sign-in table.

The phone number for the **La Salle Public Health Nurse is (204) 736-5030.**

### ***ILLNESS POLICY***

If your child is sick, it is respectful to keep your child home from nursery school. Children are more comfortable at home when they are not well. In a nursery school classroom, germs spread rapidly. To help minimize the spread of germs, we strongly encourage the children to wash their hands with soap, before eating, after wiping nose, and after visiting the washroom.

If your child becomes ill during the day, you will be advised and you must make arrangements to pick up your child within the hour. If you cannot be reached, one of your emergency contacts will be notified. It is the responsibility of the parent(s) to make alternate care arrangements for their child when she/he is sick.

If your child becomes ill and is on medication, for safety reasons, your child must complete a 24 hour cycle of the medication before returning to nursery school (this is due to unexpected reactions to medications). Medication cannot be administered by staff at nursery school.

See attached guidelines in Appendix D.

### ***Food Policy***

Parents are required to provide a small nutritious snack and drink (not a lunch) for their child each Nursery School day. La Salle Nursery School promotes a nut free environment; therefore we expect all snacks brought to class be free of nuts, nut products and or any foods which may contain traces of nuts. Please check labels carefully. ***If a snack is homemade or has been removed from its original packaging, please ensure that you label it "Nut Free".*** If the instructor(s) have a concern that a snack may contain nuts or nut products, they will provide a substitute snack for your child.

Some good examples of snacks to send to Nursery School are:

- Cut-up grapes
- Apples (cut up)
- Fruit cup
- Cheese sticks
- Yogurt (please supply a spoon and plastic bag to return it in)

- Pretzels

Please no bars, chips or candy etc.

Although the gesture is appreciated, please do not bring treats for other children or teachers to school (e.g. candy bags on special occasions or holidays).

### ***Birthdays***

You will be notified in advance as to the day of Nursery School your child's birthday will be celebrated. Parents are encouraged to attend on their child's birthday if they wish. The instructor(s) will plan special activities to honour each child for their birthday.

### ***Clothing***

- **Indoor Shoes:** Please supply a pair of non-marking runners (preferably white soles, no black soles please) for indoor use only.
- **Outdoor footwear:** All people entering the Nursery School are to leave soiled outdoor footwear at the front foyer.
- **Backpack:** Please provide a backpack or drawstring bag large enough to carry a good-sized craft, indoor shoes and snack. The items are to be clearly labeled and taken home daily. Please check the backpack after every school day to find out what your child created and/or any notices.
- **Clothing:** Please provide a change of clothing, including underwear and socks, in the event of spills or accidents.

### ***School Pictures***

Individual and class pictures will be taken in the fall. Parents are not obligated to purchase any of the pictures.

### ***Classroom Photography Policy***

In order to photograph and/or video tape your child, La Salle Nursery School Inc. requires you to complete a permission form at the time of registration. These photographs and/or videos will only be taken by the teachers exclusively for teacher use at the nursery school (such as picture ID) as well as use for the LSNS private Instagram account. No cameras are permitted in the classroom, other than those belonging to the nursery school and used by the teachers. The **only** exception to this rule is during events held outside of the classroom, such as the field trip and 4-year old graduation.

### ***Child Abuse***

Our first responsibility is to your child. If we suspect any form of child abuse, it will be reported immediately to the appropriate authorities.

### ***Behaviour Management Policy***

*La Salle Nursery School is obligated by law to report any verbal, emotional, or physical abuse to children by parents at the Nursery School. Any form of abuse witnessed or suspected will be*

*reported to the Child and Family Services Office. Parent(s)/Caregivers are also required to display acceptable behaviour management at all times when in the nursery school or on school property. **Verbal or physical abuse of any kind towards a child or staff member will not be tolerated.** Any abuse demonstrated will result in the immediate expulsion of the parent/guardian and child from the nursery school and appropriate authorities will be notified.*

Disciplinary action is taken in the form of positive guidance, redirection and the establishment of well-defined limits. Positive guidance includes: giving the child choices, letting him/her make the final decision with the aid of staff's guidance, avoiding negative words such as "don't" and the full use of explanations. Occasionally, a child may require a "cooling down" period. This is a chance to sit quietly by himself/herself in order to regain their composure. Staff may need to be near the child during this period.

La Salle Nursery School does not permit, practice or inflict any form of physical punishment, verbal or emotional abuse, or denial of physical necessities for any individual in attendance. Isolation is also not permitted.

Physical punishment includes striking a person, either directly or with objects, shaking, shoving or spanking. It also includes forcing a person to repeat physical movements, force feeding or any other action carried out which results in physical injury to the individual.

Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult which would humiliate or undermine an individual's self-respect. **Parents, caregivers and staff must always speak to each other and the children in a respectful and non-intimidating manner.**

The denial of physical necessities includes normal comforts such as shelter, clothing, food, or toileting.

Parents must adhere to our Behaviour Management Policy while in our nursery school and while on school property. We feel it is important for everyone to observe consistent, positive behaviour management techniques by all adults in our Centre. La Salle Nursery School does not permit corporal punishment in any form, nor do we permit verbal or emotional abuse. All staff concerns will be brought to the attention of the head teacher or the nursery school president.

If you experience difficulty with your child upon arrival or departure, please do not hesitate to ask a staff for assistance.

Also see Appendix A: Code of Conduct

### ***Emergency Evacuation Procedures***

When there is a fire drill or reason to evacuate the children and staff, the instructor(s) will immediately gather the children, close all doors, escort children to the nearest exit, and take a roll call. In the event of an emergency, requiring the evacuation of the La Salle School during Nursery School, the children will be taken to the La Salle Community Centre, (204) 736-2679.

**Safety Plan**

La Salle Nursery School has a safety plan in place, which is available to parents on request and also posted on the bulletin board in the classroom.

**Parent Release Forms**

Please read and complete the appropriate forms, and sign accordingly.

**Records**

If any of the following change, please notify the Instructor immediately:

- Address, phone number, physician, contact and /or pick up person, family situation, medication, allergies.

**Confidentiality**

Information concerning your family is kept by us in the strictest confidence.

All LSNS staff and board members are bound by the confidentiality agreement each has signed.

No member shall share information about students or families with individuals outside of the organization or with individuals within the organization who do not require access to that information to perform their duties. Breach of this agreement may result in termination from the board or staff.

Access to information, verbal or written, regarding children or their family will not be released to anybody other than the legal guardians of the child. We will only release information in your child's file with your written consent.

In the case of an emergency or injury to your child, information may be released to the police authorities, medical staff attending the child, or Child and Family Services.

If your child has been assessed at the Child Development Clinic or by another agency, we would very much appreciate you sharing this with us. This information will remain in the child's confidential file.

**Parent Concerns**

The Board of Directors strives to hire qualified, professional staff and to create policies and procedures that enable the Centre to fully serve all the families who are members of the organization. While this handbook should ensure that all policies are comprehensive, it is understandable that questions or concerns may arise regarding the application, interpretation or alleged violation of such policies.

All grievances must be brought to the Teacher's attention. An appointment must be scheduled to discuss any complaints as the Teachers work directly with the children throughout the day and may not be available to discuss the parent's concern away from the children.

If the parent is unsatisfied with the written response from the Teacher, the parent may submit the grievance in writing to the Board President with a copy to the Teachers.

The list of Board of Director's is posted on the La Salle Nursery School website.

A letter of acknowledgement will be sent out within five (5) business days of receipt of the letter.

The President will respond in writing to the grievance within five (5) days of the following board meeting. The decision of the Board of Directors shall be final and binding on the parties.

If the parent is unwilling to abide by the final decision of the Board, the options are:

1. The parent will give 2 weeks' notice to withdraw their child from La Salle Nursery School.

OR

2. La Salle Nursery School will give the family 2 weeks' notice to withdraw from the program.

### ***Technology Policy***

Children, staff and any others using La Salle Nursery School's computer and electronic devices must:

- Respect and protect the privacy of others
- Communicate in a respectful manner
- Report threatening or inappropriate material
- Respect and protect the integrity of all electronic resources
- Respect and protect the intellectual property of others

Inappropriate use includes:

- Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of the children, parents, staff or the nursery school; violates the LSNS code of conduct; or is illegal.
- Using the technological resources for person use without the Centre's permission.

Supervision and monitoring:

- Authorized employees of LSNS have the right to monitor the use of information technology resources and to examine, use, and disclose any data found. They may use this information in disciplinary actions and release it to the police should it be criminal in nature.

Staff members' use of cell phones and personal electronic devices:

- Cell phone/Communication Devices are not permitted while working on the floor or outside during work hours with the children and should be kept in staff purses, unless used for taking photos/videos for the LSNS private Instagram account.
- Imperative personal calls can be accepted or received through the LSNS cell phone.
- For safety purposes, it is necessary for staff to take a personal cell phone during the course of outings with children, it must be used only for emergency contact with the children's parents/guardians/caregivers.

- If, with permission, staff use a cell phone or other electronic devices to photograph or video tape children, the data must be downloaded onto the LSNS computer and immediately deleted from the staff person's phone or device.
- Information about children, parents, staff and LSNS is not to be posted on: a staff member's personal website, social networking site like Facebook, public networking or file sharing sites like Flickr or any other website.

\* This policy is meant to ensure that people's privacy and confidentiality of information about the nursery school, children, parents/caregivers and staff is upheld. Everyone involved with the nursery school must adhere to this policy. **Failure to do so can result in disciplinary action.**

### ***Transportation/Field Trip Policy***

La Salle Nursery School assumes responsibility for your children after a parent/caregiver signs him or her in at the school. The parent/caregiver assumes responsibility once again when they sign the child out.

On occasion the staff at LSNS will go for a walk with the children in the neighborhood. This information will be posted on the white board outside the classroom for parents to see the day of the walk.

Once a year LSNS plans a field trip for each class. The parents are asked to provide transportation for their child to and from the event. In the event that a parent is unable to attend, it is up to that parent to make alternate transportation arrangements for their child. LSNS staff will not be transporting children to or from field trips nor is LSNS responsible for providing transportation for these events.

## **BOARD MEMBER JOB DESCRIPTIONS**

### ***The Commitment and General Duties***

The Nursery School Committee is made up of parent volunteers who determine the general policies and programs for the school. The committee is expected to keep the Nursery School operating, along with the given finances, and to be an organizational Centre for the Nursery School. The members of the committee attend monthly meetings to ensure the smooth operation of the school. The positions are open to any interested, willing to learn parent. *"The most important responsibility of a Committee member is that of CONFIDENTIALITY, simply stated, Board members are not permitted either during their turn on the Board or after to use any confidential information they receive, or are privy to, for their own purposes. The intent of this responsibility is to ensure that improper uses of information does not occur."*

The following is a list of duties usually performed by each member. Committee members may be asked, or volunteer to perform other duties that may arise during the year, such as working with other committee members on special projects or events. Ceremonial duties at Christmas Concert and Graduation may be performed by any willing committee member.

Board/Committee members are those individuals who have stepped forward to give their skills, interests and talents to the organization. It should be recognized that board service is a special commitment. The following is a brief discussion of this minimum commitment.

- A Board member should be committed to fulfilling the needs of the people the agency serves.
- A Board member must ensure the financial stability of the organization by the raising of monies through fundraising, personal gifts, government assistance, or other funding organizations, and by being a responsible manager of these funds. Each Board member helps assure the financial integrity of the organization.
- A Board member provides resources to the agency through his or her talents, special skills and interests, and by encouraging others to support the agency.
- Finally, a Board member should be willing to commit time and energy to the agency.

***President***

- Be a non-voting member of the board, except in the case of a tied vote
- Part of the Executive Committee
- Distribute mail and correspondence to appropriate people
- Chair meetings
- Organize and plan agenda for monthly meetings
- See that all orders and resolutions of the Board are carried into effect.
- Meet with staff regularly to keep both the Board and the staff informed of nursery school activities
- Be the reference of inquiries or complaints concerning the nursery school.
- Liaison between the nursery school and regulating government agencies, ensuring a new license is obtained each year
- Delegate responsibilities for fundraising
- Act as a signing officer
- Places necessary and relevant information in school and community newsletter
- Stay on as past president for coaching and mentoring as needed in a non-voting capacity for another year.

***Vice President (3 year commitment)***

- Voting member of the board
- Part of the Executive Committee
- Will automatically become president the following year
- Coordinate the volunteers to assist with nursery school
- Place posters in the community and at the School regarding general meetings (21 days prior to a meeting date)
- Assist in fundraising as needed
- Revise handbook as necessary
- Assist in the organizing, planning, and taking registrations as needed
- Act as a signing officer

***Treasurer (2 year commitment)***

- Voting member of the board
- Part of Executive Committee
- Pay bills promptly

- Act as a signing officer
- Issue pay cheques bi-weekly to teachers
- Ensure Nursery School License # is written on all documents whether asked for or not
- Once a month
  - Prepare financial reports and submit to board monthly meetings
  - Submit source deduction remittance to Revenue Canada
  - Balance cheque book along with monthly statements from bank
  - Deposit cheques from parent fees promptly at the beginning of each month
- Once a year:
  - Prepare year-end financial report and submit to board members
  - Complete forms and submit payment to Workers Compensation Board
  - Complete forms and submit payment to Minister of Finance (corporation fees)
  - Complete and submit T4 Supplementary to Revenue Canada & employees
  - Complete and submit T4 Summary to Revenue Canada
  - Complete and submit financial report for all types of grants received (i.e. Manitoba Family Day Care Services- Operating Grant)
  - Have books checked by a person who is not associated in any way with Nursery School
  - Prepare a projected budget for upcoming new year

#### **Secretary**

- Voting member of the board
- Part of the Executive Committee
- Record and distribute minutes
- Distribute minutes for parents upon request
- Keep the meeting minutes book up to date
- Type and distribute an emergency phone list (home, business and sitter's #'s) to board
- Type and distribute to the membership a list containing names and phone numbers of families enrolled in the Nursery School (omitting individual phone #'s if requested).
- Other typing, correspondence, etc. as directed by the president.
- Responsible for maintaining and providing all forms and parent handbooks for registration
- Help with community postings
- Keep on file all important documents pertaining to nursery school business and transfer to subsequent secretary the following year.

#### **Fundraisers (2)**

- Voting members
- Co-ordinate fundraising events and delegate various jobs among parent volunteers

#### **Parent Advisory Council (PAC) Representative**

- Voting member
- Be the contact person between La Salle Nursery School and La Salle PAC Committee
- Act as Community Liaison on behalf of La Salle Nursery School



***Daycare Community Liaison Representative***

- Attend daycare meetings and nursery school meetings regularly
- Inform nursery school board on happenings on the daycare board monthly

## APPENDIX A

### CODE OF CONDUCT

At La Salle Nursery School, we strive to provide a safe, caring, learning environment for children, staff and families. We believe in the equality and respect diversity.

The following people are expected to behave in a respectful manner and comply with this code of conduct:

- management and staff members
- children
- parents/guardians of children enrolled
- all others involved with our school

#### **Guiding Principles for Appropriate Behaviour**

##### **Be Respectful**

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

##### **Be Safe**

We work and play safely to help keep ourselves and others from getting hurt.

##### **Be Cooperative**

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

##### **Be Supportive of Learning**

We learn to the best of our abilities and support the learning of others.

#### **Developmental Capabilities of Children**

We understand that it is normal for children to display inappropriate behaviour at times for a variety of reasons. The developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behaviour.

### **Appropriate Use of Technology**

All children, parents, staff and others involved in our nursery school must use e-mail, electronic devices and the Internet according to our policies. This protects people's privacy and the confidentiality of information.

### **Unacceptable Behaviours**

The following behaviours by children, staff, parents and others involved in our nursery school are unacceptable:

- all forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive
- harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- all forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital and family status, source of income, political belief and physical or mental disability
- actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone

### **Proactive Strategies**

We actively strive to create an environment that supports the health, safety and well-being of the children by:

- having realistic and developmentally appropriate expectations for behaviour
- setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
- planning a program based on children's interests and developmental needs
- establishing consistent yet flexible schedules and routines that help children gain trust, security and self control

We create a positive environment for children, parents, staff and others involved in our school by:

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits
- stating limits in a positive way and periodically reminding people

- providing explanations for limits
- working together to solve problems
- modelling and encouraging appropriate behaviour

### **Consequences for Inappropriate Behaviour**

We will consistently respond to inappropriate behaviour by children, parents, staff and others involved in our school by:

- reminding people of expectations and limits
- using a respectful approach to explain why a behaviour is inappropriate and what behaviour is expected
- talking only about the behaviour, not labelling the person
- responding sympathetically and acknowledging feelings
- establishing natural, logical consequences

Depending on the severity and frequency of the behaviour, we will consider further steps such as:

- using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour and how to help reduce or eliminate the behaviour
- having a formal or informal meeting to discuss concerns and to develop an action plan to encourage appropriate behaviour in the future
- developing a written contract with an adult or older child that outlines specific expectations and consequences
- giving a written warning that outlines specific concerns and consequences if the behaviour continues
- accessing outside resources for help, such as:
  - > a behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
  - > child and family services to access parenting supports
  - > mediation services to resolve conflicts between adults
  - > the Manitoba Human Rights Commission for information and advice to resolve an issue informally or to make a formal complaint if the behaviour involves discrimination or harassment

> the police to assist with threatening behaviour

In extreme cases, we will take additional steps such as:

- suspending or dismissing a staff member
- suspending or withdrawing child care services because of a child's or family member's inappropriate behaviour
- in the case of a visitor not allowing the person to return to the centre
- contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

## APPENDIX B

### LA SALLE NURSERY SCHOOL INCLUSION POLICY

La Salle Nursery School believes that each child is unique with their own gifts and abilities. Our goal is to be inclusive for children of all abilities and will provide appropriate individual and group experiences in a child-centred environment.

We believe that when all children are meaningfully included, everyone benefits. Children benefit from a better understanding and appreciation of individual differences, while learning acceptance and respect for and from others. This contributes toward preparing children for full participation in the community, including their transition to school.

Children of all abilities are accepted into our program. Through observation we identify the abilities and needs of all children and, should concerns arise, we will consult with support agencies. Goals are implemented based on the individual child's needs and development and are carried out throughout the day.

We provide opportunities for all children to participate in social free play and routines throughout the day. Each child deserves an environment and experiences that promote growth in all areas of his or her development.

Adaptations and adjustments will be made to material, equipment and routines as required to make learning experiences positive for all children.

Experiences with peers and staff are provided for indoor and outdoor activities. The goals for children with additional support needs are carried out during play experiences with peers. We provide opportunities for children to play together so they develop relationships with others.

An annual field trip is planned to accommodate all children. We limit the number of large group activities throughout the day to allow all children to actively participate in the experiences provided.

We arrange our learning environments so all children can reach and use materials independently and furnishings can be adapted as a child's needs dictate. We offer encouragement to all children to join large group activities; however if a child shows they are not ready to join, we offer an alternate quiet activities. During this time, staff will continue to encourage the child to rejoin the larger group.

The desires of the family, the needs, abilities and interests of the child and the knowledge of professionals are used to create the individual program plan. Staff communicates daily with parents to share information about the child's day. We respect and value input from parents and encourage them to be part of the decision making process for their child. Meetings are set up with family members based on the parents' schedule. During visits to the facility, the early intervention service provider and/or therapist and the early childhood educator decide together on the best strategies for the group setting to support the child.

La Salle Nursery School believes that all children should be valued, have friends and feel they belong and will work to achieve that goal for each child.

## APPENDIX C

### LA SALLE NURSERY SCHOOL ANAPHYLAXIS POLICY

#### ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)

The following roles and responsibilities outline the procedures that will be followed if:

- a child currently in the centre has been diagnosed with a life-threatening allergy
- a child about to enroll in the nursery school has been diagnosed with a life-threatening allergy

#### IMPORTANT

**Call an ambulance immediately to take the child to the hospital when an adrenaline auto-injector is used.**

The entire community has a role to play in ensuring the safety of children with a known risk of anaphylaxis in a community setting. To minimize risk of exposure and to ensure rapid response to an emergency, parents, children and centre staff must all understand and fulfill their responsibilities.

#### Head teacher (or designated alternate) should:

1. Work as closely as possible with the parents of the child with a known risk of anaphylaxis. Regularly update emergency contacts and telephone numbers.
2. Immediately start appropriate planning for an *Individual Health Care Plan/Emergency Response Plan* that considers the age and maturity level of the child, the specific allergen and the school's circumstances.
3. Submit a URIS application with parents, including *An Authorization for the Release of Information* form. Remind parents that it will need to be completed every year.
4. Have parents complete an *Authorization for Administration of Adrenaline Auto-Injector* form.
5. Contact the public health nurse (or contracted nursing agency if the public health nurse is not available) to develop the *Individual Health Care Plan/Emergency Response Plan* and schedule staff training.
6. Identify a contact person for the nurse.
7. Inform other parents that a child with a life-threatening allergy is in direct contact with their child (with written parental approval). Ask parents for their support and cooperation.
8. If it is not developmentally appropriate for the child to carry an auto-injector, make sure the adult responsible for that child wears it in a fanny pack. An alternative is to keep it in a safe, UNLOCKED location accessible only to the adults responsible.

9. Staff Training

- Notify staff of the child with a known risk of anaphylaxis, the allergens and the treatment.
- Have all staff (and possibly volunteers) receive instruction on using an auto-injector.
- Inform all substitute staff about the presence of a child with a known risk of anaphylaxis. Be sure to advise them of the appropriate support and response, should an emergency occur.
- Store the Individual Health Care Plan/Emergency Response Plan in the staff communication areas for easy access while keeping in mind the importance of confidentiality.
- Arrange an annual in-service through the nursing service to train staff and monitor personnel involved with the child with life-threatening allergies.

10. Help with carrying out policies and procedures for reducing risk in the centre.

- Post allergy alert forms with photographs, in the staff room, kitchen, eating area and other appropriate locations (with written parental approval).
- Develop safety procedures for field trips and extra-curricular activities.

11. Make sure there are processes to:

- Monitor when a child's Individual Health Care Plan/Emergency Response Plans will expire.
- Annually review and submit a URIS Application form to make sure there is an Individual Health Care Plan/Emergency Response Plan for each child with a life-threatening allergy.
- Monitor the expiry dates for children's adrenaline auto-injectors. Remind parents about expiry as needed.
- From time to time, remind other parents in the nursery school how important it is to make sure packed lunches and snacks are allergen-free.

**Responsibilities of all staff:**

1. Receive annual URIS training in caring for a child with anaphylaxis.
2. Display a photo-poster in the nursery school (with written parental approval).
3. Discuss anaphylaxis with the other children, in age-appropriate terms.
4. Encourage children not to share lunches or trade snacks.
5. Choose products that are safe for all children in the nursery school (parental input is recommended).
6. Instruct children with life threatening allergies to eat only what they bring from home, if applicable.
7. Reinforce hand washing to all children before and after eating.
8. Facilitate communication with other parents.



9. Follow policies for reducing risk in eating and common areas.
10. Enforce rules about bullying and threats.
11. Leave information in an organized, prominent and accessible format for substitute staff.
12. Plan appropriately for field trips. Make sure auto-injectors are taken on field trips and emergency response plans are considered when planning the trip.

**Responsibilities of the parents of a child with anaphylaxis:**

1. Tell the nursery school's head teacher and other staff members about the child's allergies and needs.
2. Provide their child with an up-to-date auto-injector. If it is not developmentally appropriate for the child to carry it, parents should confirm the auto-injector is in a specified location (safe, UNLOCKED location accessible only to the adults responsible), or on the person of the adult responsible for the care of the child.
3. Make sure their child has and wears a medical identification bracelet.
4. Submit all necessary documentation as required.
5. Provide the child care centre with adrenaline auto-injectors before the expiry date.
6. Make sure that auto-injectors are taken on field trips.
7. Participate in the development of a written Individual Health Care/Emergency Response Plan for their child, which is updated every year.
8. Be willing to provide safe foods for their child, including special occasions.
9. Provide support to the facility and staff as required.
10. Teach their child (as developmentally appropriate):
  - To recognize the first signs of an anaphylactic reaction
  - To know where their medication is kept and who can get it
  - To communicate clearly when he or she feels a reaction starting
  - To carry his or her own auto-injector on their person (for example, in a fanny pack)
  - Not to share snacks, lunch or drinks
  - To understand the importance of hand washing
  - To report bullying and threats to an adult in authority
  - To take as much responsibility as possible for his or her own safety

**Responsibilities of all parents:**

1. Cooperate with the nursery school to eliminate allergens from packed lunches and snacks.
2. Participate in parent information sessions.
3. Encourage children to respect the child with a known risk of anaphylaxis and nursery school policies.
4. Inform the staff before food products are distributed to any children in the school.

**Responsibilities of the child with anaphylaxis:**

1. Take as much responsibility as possible for avoiding allergens, including checking labels and monitoring intake (as developmentally appropriate).
2. Eat only foods brought from home, if applicable.
3. Wash hands before and after eating.
4. Learn to recognize symptoms of an anaphylactic reaction (as developmentally appropriate).
5. Promptly inform an adult as soon as accidental exposure occurs or symptoms appear (as developmentally appropriate).
6. Wear a medical identification bracelet.
7. Keep an auto-injector on their person at all times, such as in a fanny pack (as developmentally appropriate).
8. Know how to use the auto-injector (as developmentally appropriate).

**Responsibilities of all children (as developmentally appropriate):**

1. Learn to recognize symptoms of anaphylactic reaction.
2. Avoid sharing food, especially with children with a known risk of anaphylaxis.
3. Follow rules about keeping allergens out of the school and washing hands (as developmentally appropriate).
4. Refrain from bullying or teasing a child with a known risk of anaphylaxis.

**APPENDIX D**

**LA SALLE NURSERY SCHOOL ILLNESS POLICY**

<b><i>ILLNESS</i></b>	<b><i>If It Occurs At Nursery School</i></b>	<b><i>Return To Nursery School</i></b>
Chicken Pox	Parents are called if child is feeling unwell. Notice is posted about chicken pox being in the classroom and emailed notice to all families	A child with a mild rash (no oozing) should be allowed to stay at school as long as she/he is well enough to participate normally in all activities
Cold or Flu	Parents will be called to pick up child	Remain at home until no yellow or green mucus discharge. Should consult a doctor
Diarrhea	After 1 loose bowel movement parents will be called to pick up child	Exclusion until all diarrhea has cleared up
Fever	If a child's temperature reached 101F/38.5C parents will be called to pick up child	Exclusion for 24 hours after fever breaks
German Measles (Rubella)	Parents will be called to pick up child	Exclusion for 2 to 3 days until rash and symptoms have disappeared
Lice	Parents will be called immediately to pick up child. A note will be posted and parents informed that lice was detected at nursery school	The only effective measure against the spread of head lice is the COMPLETE AND THOROUGH REMOVAL OF ALL EGGS (nits). Any child found with head lice or nits will remain at home until no visible evidence is seen for 24 hours
Pink Eye	Parents will be called to pick up child	Exclusion until under treatment for 24 hours and until discharge has stopped.
Red Measles (Rubeola)	Parents will be called to pick up child	Exclusion for at least 5 days after appearance of rash. Health Authority will be notified
Skin Infections	Parents will be called to pick up child, if child is unable to take part in activities or if it spreads	Exclude until treatment for 24 hours or with a note from the doctor saying the rash is not contagious.
Strep Throat	Parents will be called to pick up child if child is unable to take part in activities.	Exclusion until under treatment for 24 hours.
Vomiting	After one experience parents will be called to pick up child	Exclusion until all vomiting has stopped and child feels well enough to participate in the program.